

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

PARK AND RECREATION MANAGER

JOB DESCRIPTION

Employees in this job supervise, coordinate, and direct the work of professional or professional-equivalent park and recreation staff involved in the day to day operation, administration, construction, and maintenance of a park, recreation area, or public access site. The employee works within general methods and procedures and exercises considerable independent judgment to select the proper course of action. The work requires thorough knowledge of the policies, procedures, and regulations of water sites management and development, professional park and recreation programs, supervisory techniques, and personnel policies and procedures.

There are four classifications in this job. The application of the Professional Managerial Position Evaluation System determines the classification level.

Position Code Title – Park and Recreation Manager-1

Park and Recreation Manager 12

The employee functions as a first-line professional manager of a professional position in a standard work area or a first-line professional manager of nonprofessional positions in a standard work area.

Position Code Title – Park and Recreation Manager-2

Park and Recreation Manager 13

The employee functions as a first-line professional manager of professional positions in a standard work area, a first-line professional manager of a professional position in a complex work area, a first-line professional manager of nonprofessional positions in a complex work area, a first-line manager of a professional position in a standard work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a standard work area receiving executive direction.

Position Code Title – Park and Recreation Manager-3

Park and Recreation Manager 14

The employee functions as a first-line professional manager of professional positions in a complex work area, as a first-line professional manager of professional positions in a standard work area receiving executive direction, a second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

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Position Code Title – Park and Recreation Manager-4

Park and Recreation Manager 15

The employee functions as a first-line professional manager of professional positions in a complex work area receiving executive direction, a second-line professional manager of professional positions in a complex work area, a second-line manager of professional positions in a standard work area receiving executive direction, or a third-line professional manager of professional positions in a standard work area.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Serves as the manager of a park cluster or stand alone park with overall responsibility for the park and designated areas.

Prepares and maintains budget plans and accounts for the park operation.

Directs park patrol activities in order to detect any violations of park or departmental rules, or the existence of hazardous conditions.

Prepares plans, specifications, contract documents, and cost estimates for park projects, programs, and equipment.

Maintains records and prepares necessary reports including financial reports that account for park revenues and expenditures.

Serves as administrator of park programs and activities.

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Monitors work to make sure that it is being completed according to schedule and with appropriate quality; makes appropriate scheduling revisions given changing priorities.

Reviews and makes recommendations on revisions of rules, regulations, laws, etc. pertaining to park activities.

Supervises all phases of park management, including concession operation, safety, sanitation, equipment, utilities, enforcement of rules, and service to the public.

Represents and speaks on behalf of the Parks and Recreation Division to the public and other interested groups.

Directs special program personnel in various activities at the park.

Coordinates with outside groups and businesses in activities designed to benefit the state park program.

Selects, manages, and constructs public access sites on lakes and streams and supervises the operation of state-owned docks and harbors on the Great Lakes.

Assigns, coordinates, and administers the waterways division program including water access sites, state-owned docking facilities, and locally owned state-aided boating facilities.

Interprets the waterways program to public and private organizations in the region.

Make recommendations and interpretations on operating rules and policies for state-owned docking and launching facilities.

Inspects grant-in-aid construction contracts and ensures compliance with plans and specs.

Directs and participates in field investigations of potential sites; recommends needs and priorities for additional sites; participates in land purchase negotiations.

Provides liaison between the central office and local communities on grant-in-aid projects.

Makes field investigations of proposed sites and reviews and makes adjustments and recommendations on preliminary construction plans.

Performs related work appropriate to the classification as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the areas listed is required at the 12-13 levels and considerable knowledge is required at the 14-15 levels.

Knowledge of the rules of the Department of Natural Resources, regulations, policies, and procedures pertaining to the operation and management of state parks, recreational areas, and water sites.

Knowledge of budget and revenue reporting process.

Knowledge of the methods, techniques and requirements for the maintenance and upkeep of park buildings, facilities, grounds, and equipment.

Knowledge of the methods and techniques used in building construction activities, including construction methods, equipment, specifications, and contracts.

Knowledge of the purpose and methods of recreational water sites management and development.

Knowledge of the methods in the operation, maintenance, and administration of public access sites.

Knowledge of requirements for launching sites, docks, and other public access sites.

Knowledge of the rules, regulations, and enforcement methods for controlling public use of facilities.

Knowledge of the processes involved in accounting for receipts and expenditures and budget estimates.

Knowledge of state park planning techniques, including park design and construction.

Knowledge of the principles and practices in the conservation of natural resources in the state park system.

Knowledge of objectives in the use of forest and other wild lands for recreation.

Knowledge of the principles and practices of personnel and office management.

Knowledge of outdoor recreational facilities.

Knowledge of current recreational needs, interests, trends, and facilities.

Knowledge of public relations techniques.

Knowledge of training and supervisory techniques.

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Knowledge of employee policies and procedures.

Knowledge of equal employment opportunity practices.

Knowledge of in-service training techniques.

Ability to formulate park policies, procedures, rules, and regulations.

Ability to instruct, direct, and evaluate employees.

Ability to analyze and appraise facts and precedents in making management decisions.

Ability to plan, organize, and supervise the construction, operation, and maintenance of state parks, recreational areas in a region, and water access sites

Ability to schedule work projects.

Ability to maintain site inventories and records.

Ability to prepare reports and recommendations.

Ability to conduct conferences with community leaders and speak effectively before groups.

Ability to evaluate and implement changes in programs.

Ability to organize, evaluate, and present information effectively, both orally and in writing.

Ability to maintain favorable public relations.

Working Conditions

Some jobs require an employee to work under extreme weather conditions and environmental conditions of work site.

Some jobs require an employee to work outdoors as well as in an office.

Some jobs require an employee to travel.

Physical Requirements

The job duties require an employee to bend, stoop, reach, or stand, extended periods.

The job duties require an employee to move heavy objects.

The job duties require an employee to traverse rough terrain.

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Education

Bachelor's degree in park management, park administration, natural resources management, resource management, or park and recreation resources.

Experience

Park and Recreation Manager 12

Three years of professional experience in the research and analysis of park development, park management issues, or water sites and their development.

Park and Recreation Manager 13

Four years of professional experience in the research and analysis of park development, park management issues, or water sites and their development.

OR

One year of Park and Recreation Manager 12 experience.

Park and Recreation Manager 14

Four years of professional experience in the research and analysis of park development, park management issues, or water sites analysis and their development.

OR

One year of Park and Recreation Manager 13 experience.

OR

Two years of Park and Recreation Manager 12 experience.

Park and Recreation Manager 15

Four years of professional experience in the research and analysis of park development, park management issues, or water sites analysis and their development.

OR

One year of Park and Recreation Manager 14 experience.

OR

Two years of Park and Recreation Manager 13 experience.

OR

Three years of Park and Recreation Manager 12 experience.

Alternate Education and Experience

Park and Recreation Manager 12

Educational level typically acquired through completion of high school and six years of park supervisor experience gained external to state classified service.

OR

Educational level typically acquired through completion of high school and three years of Park and Recreation Supervisor 10 experience.

OR

Educational level typically acquired through completion of high school and four years of Park and Recreation Supervisor 9 experience.

Park and Recreation Manager 13

Educational level typically acquired through completion of high school and three years of Park and Recreation Supervisor 10 experience.

OR

Educational level typically acquired through completion of high school and four years of Park and Recreation Supervisor 9 experience.

Park and Recreation Manager 14

Educational level typically acquired through completion of high school and four years of experience equivalent a Park and Recreation Supervisor 10 in state service.

Park and Recreation Manager 15

Educational level typically acquired through completion of high school and four years of experience equivalent Park and Recreation Supervisor 10.

Special Requirements, Licenses, and Certifications

Possession of a valid Michigan driver's license.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

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JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>
PARRECMGR	Park and Recreation Manager

<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Park and Recreation Manager-1	PARKMGR1	NERE-180
Park and Recreation Manager-2	PARKMGR2	NERE-182
Park and Recreation Manager-3	PARKMGR3	NERE-186
Park and Recreation Manager-4	PARKMGR4	NERE-188

ECP Group 3
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